


# Course Syllabus

## College and Career Management

SLS1301/ CRN / Semester Year

### •Faculty Contact Information

	<input type="checkbox"/> Name
	<input type="checkbox"/> Title
	<input type="checkbox"/> Email
	<input type="checkbox"/> Phone Number
	<input type="checkbox"/> Office Hours

### •Math Division Contacts

Division Chair

- Hadley Pridgen
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Division Administrative Assistant

- Scott Spencer
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### Course Description

Emphasis is placed on academic, personal, and interpersonal skills that will equip the student with the skills necessary to succeed in college and the creation of a sense of career importance. This course will include a study of basic financial principles including federal financial aid, debt management, how to borrow and save money responsibly, how and why to save for retirement, and budget development. This course is highly recommended for students who test into two or more developmental courses.

Credit hours: 3

Prerequisites: None

### Learning Objectives

Upon successful completion of this course, students will be able to:

- **CO1** - Apply strategies for organizing their learning
- **CO2** - Apply critical thinking skills
- **CO3** - Use a variety of study strategies to comprehend texts
- **CO4** - Improve test-taking skills
- **CO5** - Demonstrate the use of available resources
- **CO6** - Work collaboratively
- **CO7** - Recognize basic financial principles, including federal financial aid, debt management, and how to borrow and save money responsibly
- **CO8** - Discuss how and why to save for retirement
- **CO9** - Explain the fundamentals of a budget, including income, expenses, and savings

## -Textbook & Reading Materials

Textbook 1: *College Success* (eBook provided in the course at zero cost)

- Author: Baldwin
- Publish Date: March 27, 2020
- Web Version Last Updated: September 20, 2023
- ISBN: 9781951693176

Textbook 2: *Mindset: The New Psychology of Success* (paperback)

- Author: Dweck
- Copyright: 2006
- ISBN: 9780345472328

## □ Instructional Modalities

Course material, assignments, and announcements may be offered via CANVAS as a supplemental approach to learning at the discretion of the instructor. Please make sure that you have access to a computer with a webcam and internet service, in the event a change in course delivery is needed.

## -Communication & Feedback

In this course, communication and feedback will occur through various channels, including GCSC email, Canvas Inbox, Canvas Announcements, Canvas Discussions, Microsoft Teams or Zoom, assignment feedback, and instructor office hours.

### Student Expectations

Follow the guidelines detailed in the course syllabus and any additional instructions provided by the instructor and Gulf Coast State College.

Maintain regular contact with the instructor and class through GCSC email or other designated communication channels.

Actively participate in discussions, submit assignments, and complete exams in a timely manner.

#### Instructor's Role

Provide timely feedback on assignments and submissions.

Respond to emails/messages within 48 business hours (excluding weekends) unless noted otherwise.

#### Video-conferencing (ZOOM) Etiquette

If you are accessing this course through video-conferencing with instructor permission, you must have your camera on at all times and the instructor must be able to see your face. This fast-paced class will require your participation and full attention. If you are distracted, you will be marked absent. Please refrain from participating in other activities (i.e. driving, grocery shopping, lying down in bed, etc.) during class.

As a courtesy to other students, please mute your microphone during the lecture portion of the class unless you need to ask a question. There may be times when you need to use your microphone for small group or class discussions, so please make sure you have a microphone available on your device.

## •Technology Support & Privacy

#### Course Technology & Support

To successfully participate in this online course, students must have basic computer and digital information literacy skills and meet the following technology requirements:

- **Computer:** **Up-to-date web browser** [↗ \(https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Instructure/ta-p/66\)](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Instructure/ta-p/66) that supports the Canvas learning management system; please refer to the **system requirements** [↗ \(https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Instructure/ta-p/66\)](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Instructure/ta-p/66) for compatibility and information on using the Canvas app on mobile devices.
- **Internet Speed:** Minimum bandwidth of 8 Mbps upload/download speed to effectively engage in online activities and access multimedia.

## □ Privacy & Accessibility

At Gulf Coast State College, we prioritize student privacy and accessibility. For this course, there are [vendor accessibility statements](https://guides.gulfcoast.edu/facultyguide/accessibilitystatements) provided to ensure that all technologies used are accessible and compatible with diverse learner needs. Approved third-party tools in our courses are vetted by the college to protect and secure student data.

## —Learner Support

Gulf Coast State College is committed to providing you with the resources you need for success as a student and beyond. View all the [academic and student support resources](https://www.gulfcoast.edu/campus-life/student-support-services/student-affairs/resources.html) provided at GCSC.

## □ Writing & Reading

The GCSC Writing and Reading Lab is available to support the achievement of our students' academic and professional goals. Our staff is happy to provide tutoring for any courses that require assignments in academic writing and reading at any stage including understanding assignment instructions and brainstorming essay ideas. We also offer Spanish tutoring both online and in-person. Furthermore, our tutors are available for assistance with:


- Grammar
- Punctuation
- Essay development and organization
- Reading comprehension
- MLA, APA, and Chicago formatting

We can help with other writing-intensive courses such as speech, literature, religion, ethics, psychology, history, etc.

**In-person tutoring is available in Room 108 and 110 of the Rosenwald Classroom Building.**


Students receiving in-person tutoring do not have to make appointments to receive services and are

seen on a first-come first-served basis. The Writing and Reading Lab offers a space for group discussion and study in the main room (RC 108) and a quiet room (RC 110) for independent study and computer lab usage.

**Online tutoring is available through Zoom.** Students can [use this link to access the virtual tutoring room](https://zoom.us/j/5216686584)   [\(https://zoom.us/j/5216686584\)](https://zoom.us/j/5216686584) . All in-person services can be accessed through online tutoring, and both English and Spanish tutoring are available online.


The Writing and Reading Lab strives for student accessibility and offers a wheelchair-accessible student desk, headphones, and web cameras. For additional accommodations, please contact us.

#### Testing Center Proctored Exam Instructions

For any test taken at the Testing Center, students will need to [register on GCSC Register Blast](https://www.registerblast.com/gcsc/Exam/List)   [\(https://www.registerblast.com/gcsc/Exam/List\)](https://www.registerblast.com/gcsc/Exam/List) . **Students must register all tests 72 hours in advance of taking the exam** to secure their seats and provide time for testing materials to be sent to the Testing Center; the system will not let students register otherwise. Once on GCSC RegisterBlast, students will have the option of testing at the Gulf/Franklin Campus in Port St. Joe, FL or at the main campus in Panama City, FL.

If a student has any questions or issues with scheduling, they may contact the Testing Center at 850-769-1551, ext. 5807 or [testingcenter@gulfcoast.edu](mailto:testingcenter@gulfcoast.edu) (<mailto:testingcenter@gulfcoast.edu>) .

#### Off-campus Proctored Exam Instructions

All distance learning students who are required by their instructors to have a Proctored Exam must complete an [Off-campus Proctored Exam request form](https://www.gulfcoast.edu/off-campus-proctor-form/index.html)   [\(https://www.gulfcoast.edu/off-campus-proctor-form/index.html\)](https://www.gulfcoast.edu/off-campus-proctor-form/index.html) .

Both the College and Testing Center policy states, “ ***all students who reside in either Bay, Gulf or Franklin County must take their proctored exams at the Testing Centers at Gulf Coast State College either at the Panama City Campus or the Gulf-Franklin Campus in Port St. Joe .*** ”

All students are responsible for finding their own acceptable off-campus proctor. The Testing Center may be consulted, but it is the student’s responsibility overall. If a student has any questions or concerns, they may contact the Testing Center at 850-873-3594 or [testingcenter@gulfcoast.edu](mailto:testingcenter@gulfcoast.edu) (<mailto:testingcenter@gulfcoast.edu>) .

#### Print Management/PaperCut

The PaperCut print management client is installed in all computer labs. The PaperCut user web console is accessed through the MyGCSC portal. The logon is the first part of your student email address,

everything before the [@mygulfc coast.edu](https://mygulfc coast.edu). Students will be required to add money to their PaperCut accounts before they are able to print. Money can be added to student print accounts by cash, credit, or debit card. Cash is accepted at PaperCut kiosks located in the library. Credit and debit card payments, minimum \$5.00, can be made through the “add credit” tab on the PaperCut user web console.

**Instructions for the use of PaperCut are located here.** [↗ \(https://www.gulfc coast.edu/administration-departments/information-technology -services/printing/\)](https://www.gulfc coast.edu/administration-departments/information-technology -services/printing/)

## Syllabus, Course, & Institutional Policies

### Syllabus Policy

For any syllabus posted prior to the beginning of the term, the instructor reserves the right to make minor changes prior to or during the term. The instructor will notify students via e-mail or Canvas announcement when changes are made in the requirements and/or grading of the course.

All online courses at GCSC utilize the Canvas Learning System. Students should read all information presented in the Canvas course site and should periodically check for updates--at least every 48 hours.

Remember: This course is not one in which students may work at their own pace. Each week there are learning modules, assignments, online lectures, online discussions, and/or online exams with due dates. Refer to the schedule within this syllabus for more information.

Calculation of Grades	
Assignment Type	Points or Weight
Assignments	50%
Quizzes/Tests	30%
To be determined by Instructor. Career Project	20%

### Method of Evaluation

Assessments will include graded assignments, quizzes, career project, and final exam.

### Assignment of Grades

- Final grades will be posted in My Student Dashboard.
- Grades in Canvas do not represent the official final grade.

### Assessment Instruments

- The grading scale is A (100-90), B (89-80), C (79-70), D (69-60), and F (59-0).
- There will be weekly assignments, weekly textbook reading quizzes, a final exam, and a career project.
- Weekly textbook reading quizzes and a final exam (30% of final grade)
- Assignments, discussions, group and classroom activities (50% of final grade)
- Career Project (20% of final grade)

### Attendance Policy

Regular class attendance and participation are significant factors that help to promote success in college. Students are expected to attend all class meetings of all courses for which they are registered.

### Online Courses

- Student "attendance" in SLS1301 will be defined as active participation in the course as to meet submission deadlines. In SLS1301, students will have weekly due dates in order to meet the "attendance" requirements. Students not actively participating in the course by the College deadline will be recorded as a No Show.

### No Shows

- Faculty are responsible for verifying initial attendance on or before the first class meeting following the end of the drop/add period. Faculty must report students who have not attended up to that point. These students receive a grade of "NS" for "No Show" and forfeit all tuition paid.

You are expected to know the instructor's specific attendance policy, as stated in the syllabus for each course. In the event of absence, you should contact your instructor as soon as possible to indicate the reason and to inquire whether make-up work is possible. (Make-up work is offered solely at the discretion of your professor.)

If your absences in a class become excessive, as stated in the course syllabus, your professor may contact you, indicating that further absence may result in your withdrawal from the course. Your professor can withdraw you from a course for excessive absences without your permission.

Instructors will monitor attendance at the beginning of each semester. If you are not in attendance during this period, you may be withdrawn from the course. You will be financially responsible for the course and a "W or NS" will appear on your transcript. Withdrawal from a course may also have implications for financial aid.

## Make-Up Work Policy

To be determined by instructor.

## Discrimination Policy

Gulf Coast State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination may be directed to Lee Wood, Executive Director of Human Resources/Title II/504/Title IX Coordinator and Employment Equity Officer, Gulf Coast State College, 5230 W. US Highway 98, Panama City, FL 32401; 850-872-3302. Rules, policies, fees, and courses described in this catalog are subject to change without notice.

## □ Institutional Policies

### Academic Integrity

Honest participation in academic endeavors fosters an environment in which optimal learning can take place and is consistent with the college's mission. Academic misconduct, including cheating or plagiarism, is destructive to the spirit of an educational environment. GCSC professors report every instance of student academic misconduct to the college for inclusion on the student's records.

"Cheating" includes but is not limited to the use of any unauthorized assistance in completing course work.

"Plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment as well as the purchase of papers or projects. It can also include overuse of an editing program like Grammarly or submitting work written by an Artificial Intelligence (AI) generator like ChatGPT.

"Self-plagiarism" occurs when a student submits the same or considerably similar document to fulfill requirements in different classes. For example, if a student submits a term paper in Religion they originally wrote for an English class, this is self-plagiarism. Once a paper receives a grade in one class, it cannot be submitted again for another class.

Sanctions for incidences of academic misconduct, depending on the severity of the incidence and/or its repetition, may range from receiving an F grade (or 0) for the test, assignment, or activity, to failure of the course, to suspension or dismissal from the college.

### Math Division Statement on use of generative AI tools:

Use of Artificial Intelligence (AI) Tools: The Math Division at GCSC discourages you from utilizing AI as a substantial source of your learning. You are expected to do your own work in this course and will be graded on your mastery of the material herein. Although AI can be an outside resource for problem solving, it may not be a reliable source. What is most important in a math course is that you personally learn the step-by-step processes that it takes to find solutions to problems, to analyze data sets, to

create mathematical models, and to apply what you have learned, in theory or through formulas, to applications of mathematics found in real-life instances.

For graded assignments (tests or quizzes), you will not be allowed to use any AI tools, such as chatbots, text generators, paraphrasers, summarizers or solvers, to complete any part of your assignments. Using AI tools for graded assignments will be considered a form of academic dishonesty and could result in a grade of zero for the assignment and disciplinary action. If you have any questions about what constitutes acceptable uses of AI tools, inside or outside the classroom, please consult your instructor.

## Withdrawal Policy and "I" Grade Policy

### *Withdrawals*

Two withdrawals are permitted per credit course. After that, a grade will be assigned. Please be concerned about withdrawals. When admitting students into certain programs, universities may calculate withdrawals as grades. It is your responsibility to verify the effects of enrollment and/or withdrawal upon your financial assistance (financial aid, scholarships, grants, etc.). There are two kinds of withdrawals---student and administrative.

- Student Withdrawal (W1) - Students wishing to withdraw must complete the online Student Withdrawal Form before the scheduled withdrawal deadline as published in the College catalog. Student withdrawals initiated prior to the scheduled withdrawal deadline will be recorded as a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.
- Administrative Withdrawal (W2) – A faculty member may withdraw a student up to the published withdrawal deadline for violation of the class attendance policy in which case the student will receive a grade of "W." The withdrawal deadline for an off-term or condensed term is one week after midterm.

Students cannot withdraw from developmental studies courses (college-preparatory classes) after the drop/add period without written permission from their instructor and/or their academic advisor.

### *Incomplete Grades*

Grades of Incomplete in any course can only be assigned to students who have an emergency arise during the last two weeks of the course. To receive an Incomplete, students must:

- Submit a written request to the instructor prior to the last face-to-face class meeting. For online courses, a written Incomplete request must be received no later than the week before the Final Exam period begins.
- Have completed no less than 60 percent of the course requirements and be passing the course at the time the request for an Incomplete is submitted.

**Important Note:** The Incomplete option provides 30 days from the date grades are due to make up any missing work; if work is not submitted during this period, the grade will automatically change to an "F" in Lighthouse.

## Accessibility Statement

Gulf Coast State College supports an inclusive learning environment for all students. If there are aspects of the instruction or design of this course that hinder your full participation, reasonable accommodations can be arranged. Prior to receiving accommodations, you must register with Student Accessibility Resources. Appropriate academic accommodations will be determined based on the documented needs of the student. For information regarding the registration process, email [sar@gulfcoast.edu](mailto:sar@gulfcoast.edu) or call 850-747-3243.

## Classroom Recording

In accordance with federal and state privacy laws, students may record class lectures for their own personal educational use, in connection with a complaint to the college, or as evidence in internal or external legal proceedings. Students may not publish or upload the recordings or any components thereof without the knowledge and written permission of the faculty member. Failure to obtain permission to publish could lead to the students' having to pay damages, attorney fees, and court costs. For more information about what can be recorded, please see the guidelines in the GCSC Student Handbook.